PILOTS Internet User Manual

(Pennsylvania Independent Living Outcome Tracking System)

Revision 1.0b
March 12, 2003

Independent Living Project
2 Market Plaza Way, Suite 102, Mechanicburg, PA 17055
Phone (717) 795-9048 Fax (717) 795-8013

INTRODUCTION **1**

OVERVIEW **2**

System Requirements 2
General Information 2
Standards and Terminology of PILOTS 3
PILOTS Standards *3*
PILOTS Terminology *3*
Using PILOTS 4
Logging into PILOTS *4*
PILOTS Opening Screen *6*
The Frames 7
Youth 8
Add Youth *10*
Adding Forms *11*
Saving Forms *12*
Form 1 13
Form 2 15
Form 3 16
Form 5 17
Form 7 18
Form 8 20
Form 9 21
Utilities *22*
Quit/Exit *23*
Notes *24*

Introduction

The Pennsylvania Independent Living Outcome Tracking System (PILOTS) was developed by the Independent Living Project. PILOTS derived its functionality from its predecessor; a DOS based database system written in Clipper 5.0. This database was developed to track the youths that were being served throughout Pennsylvania by the county Independent Living Program staff. The PILOTS database added additional features to enable the user to have better visibility of the information contained within the database.

The PILOTS program was developed on an IBM compatible machine with 64 megabytes of memory and over 4 gigabytes of storage, running Windows NT Server Version 4.x. Microsoft's Internet Information Server (IIS) software is used to host the Web site. The IIS software allows users to gain access to the active server pages located on the PILOTS server. The PILOTS database was created under Visual FoxPro and is ODBC compliant. For the user to access the information, he/she only needs to have a computer and an Internet connection. Login and Password requests must be submitted to Shippensburg for approval before access is allowed.

The PILOTS interface allows data to be collected and displayed easily. The PILOTS program allows the user to add or view forms for new or existing youth.

Overview

System Requirements

Hardware:

IBM Compatible Personal Computer (586+ Processor) with 32 MB of memory

Software:

Operating System: Windows 95+
Microsoft Internet Explorer (IE) 4.0+
Microsoft Office 97+

Other:

Internet connection (via Internet Service Provider or Local Area Network)
E-mail account

General Information

The PILOTS Internet program allows users to "login" and access information through a web-based interface. Users are automatically logged out of PILOTS if the session has no activity. This helps to prevent unauthorized use of the PILOTS system if someone leaves the connection open.

Data is protected through permissions set at the time of "login". When a user enters the login name and password, the PILOTS system determines what level of permission is assigned. Based on the assigned security level, the user may be able to view or update information for a given region. Figure 1 shows the various permissions and a description of the permission level.

Permission	Description
System Administrator	Provides mechanism for modifying user accounts and selected menu options.
Administrator	Provides limited mechanism for modifying user accounts and selected menu options.
Global	Access to information for all counties.
Regional	Restricted privileges for a particular region.
County	Restricted privileges for a particular county or counties.

Figure 1

Standards and Terminology of PILOTS

PILOTS is set up in a way that the user can maneuver from item to item quickly and easily. There are several standards that have been implemented into the application. In addition to the standards, there are specific terms users should be familiar with to maximize his/her understanding of PILOTS.

PILOTS Standards

The "Title" frame lists the options available to the user. Selections include: Youth, Reports, Utilities, Statistics, and Quit/Exit.

The "Main" frame displays information such as forms and reports.

The "Selection" frame displays choices available to the user.

The "Reset" button will reset any changes that are done to the screen during an editing session.

Printing of a page is accomplished through the Internet browser. The user can either right mouse click on the desired frame to print and select the "Print" option from the list or click on the desired frame and using the IE main menu, select "File", then "Print".

PILOTS Terminology

Add Button	Allows the user to add information to or about an entity.
Ascending	Used to order a report from the smallest value to the largest.
Check Box	The control used to mark an item.
Combo Box	The control used to select an item.
Descending	Used to order a report from the largest value to the smallest.
Filter	Limits the Selection list box in the "Selection" frame.
Frame	A predefined area within the browsers scrollable area.
Frame, Main	The frame for displaying information.
Frame, Title	The frame containing the title and selection available to the user.
Link	Selectable text that will bring up the related entity information.
List Box	The control that allows the user to select multiple items.
Login	Entering of user name and password to gain access to a system
Modify Button	Allows the user to modify information related to an entity.
Rebuild	Rebuilds the selection list based upon what is contained in the filter.
Save Button	Saves information changed in the form.
Text Box	The control used to type characters into.
View Button	Redisplay information in "Results" Frame.

Using PILOTS

Logging into PILOTS

To access the PILOTS application, the user must start Microsoft Internet Explorer (IE) and go to the PILOTS home page. To do this, type in the location of the PILOTS program in the address space provided by IE in the toolbar. If the address text box is not available, select "View" from IE's menu and select "Toolbar". There will be several items listed; select "Address" if it does not have a check mark. Figure 2 shows the location of "View" in the IE software and the location of the address text box. This text box can either take a URL (i.e.: http://www.microsoft.com) or a file name (i.e. Mydoc.doc). Pressing the <ENTER> key after typing the location of a web site or document will cause the browser to open that location.

Running Internet Explorer:
Select the Microsoft IE icon from the Windows 95 desktop.
Type "http://www.ilp.pitt.edu/pilots" and press <ENTER>

Hint: after typing the URL, go to "Favorites" on the IE main menu and select "Add to Favorites".

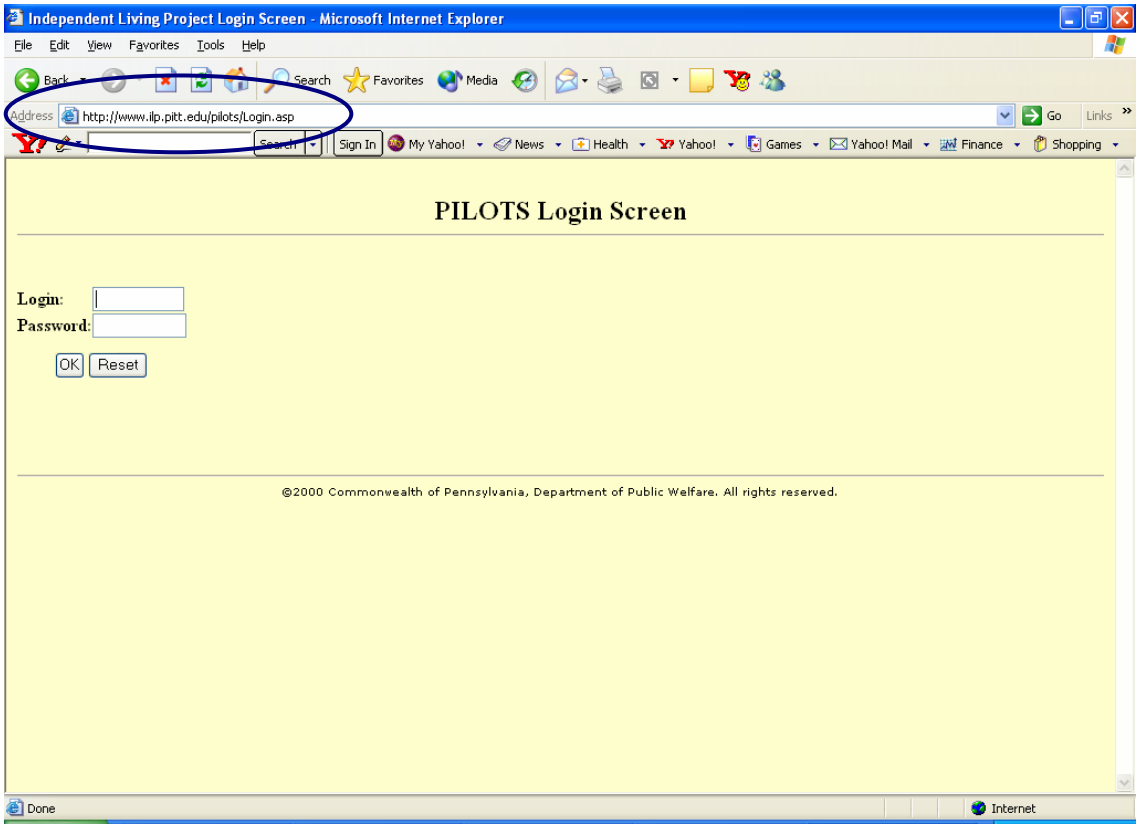

Figure 2

Logging into PILOTS (continued)

After pressing the <ENTER> key, the browser will attempt to contact the PILOTS server. If it is successful, a Login screen will appear. (Figure 3)

Logging into PILOTS:
Click on the Login text box.
Type the assigned user login.
Move to the Password text box.
Type the assigned password.

Hint: Use the <TAB> key to move to the next control on the screen.
Use <SHIFT>+<TAB> to move to the previous control on the screen.

Select the OK button or press the <ENTER> key when finished entering the Login and Password.

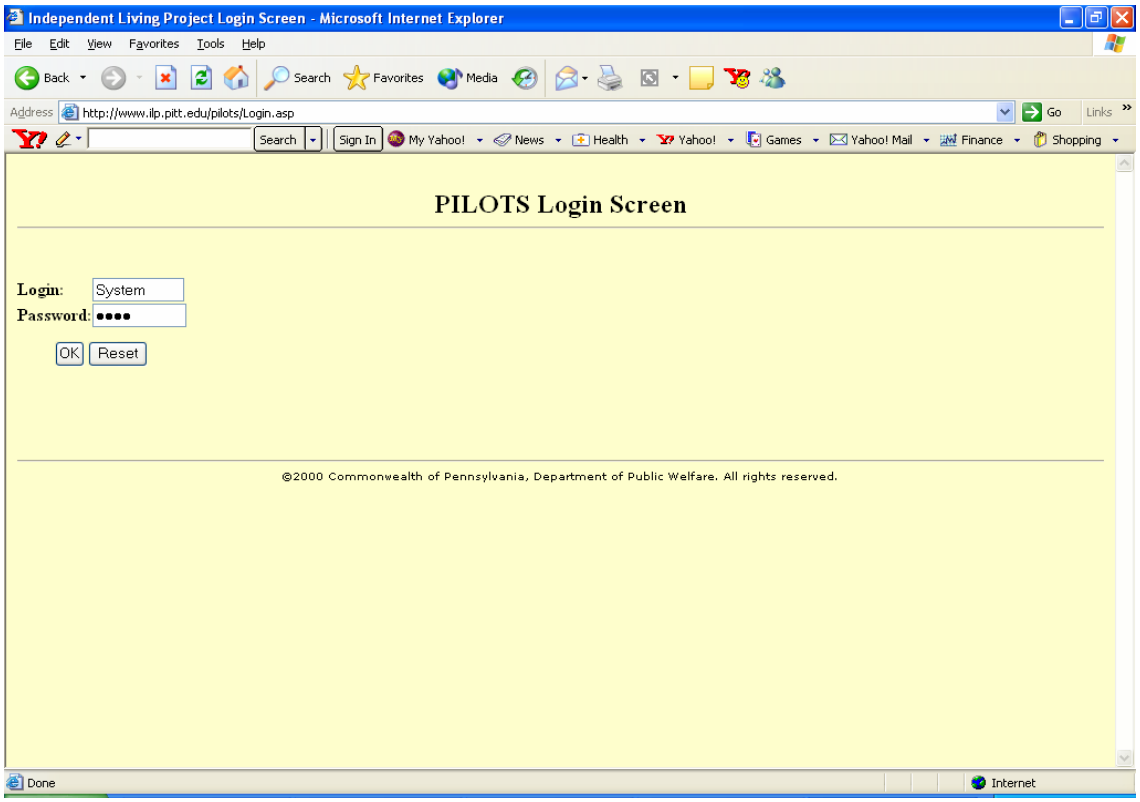

Figure 3

After successfully entering your login and password, the "PILOTS" screen will appear. If an invalid login or password is entered, the login screen will prompt the user to re-enter the login and password. The user has three attempts to login successfully before a new session would need to be started.

Hint: At any time, the user can print the current frame by right clicking on the desired frame and selecting "Print" from the pop-up menu.

PILOTS Opening Screen

When the PILOTS Screen (Figure 4) appears, the user is ready to use the PILOTS application. The user can select from any of the items in the "Selection" frame. Upon selecting an item in the "Selection" frame, the "Main" frame will change based on the item selected in the "Selection" frame.

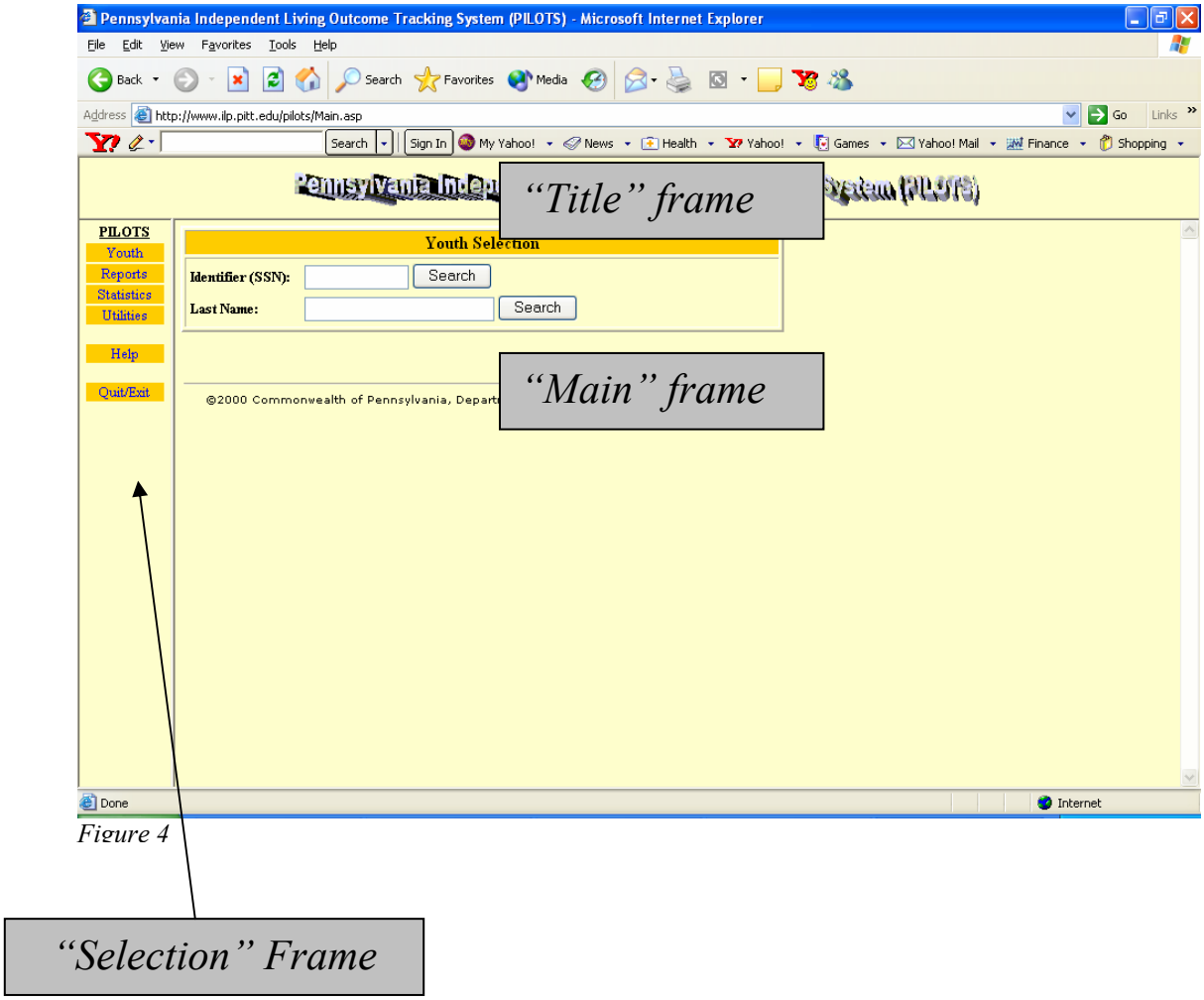

Figure 4

The Frames

PILOTS is divided into three frames: “Title”, “Selection”, and “Main”. (Figure 5) Each frame is used to display information or selections to the user.

The “Selection” frame displays options that allow the user to select different areas of the system. The options displayed depend upon the user’s permission level. The standard menu includes: Youth, Reports, Statistics, Utilities, and Quit/Exit. The “Youth” option allows the user (depending upon permission levels) to add new forms and view previously entered forms. The “Reports” option allows the user to select from a variety of reports. The “Statistics” option allows the user to view statistics about youth in their region. The “Utilities” option allows the user to maintain information displayed in the system. The “Utilities” choices include: Change Password, User login setup, Mailing List Information and Agency(ies) Information. The “Quit/Exit” option is used when the user is ready to exit the system.

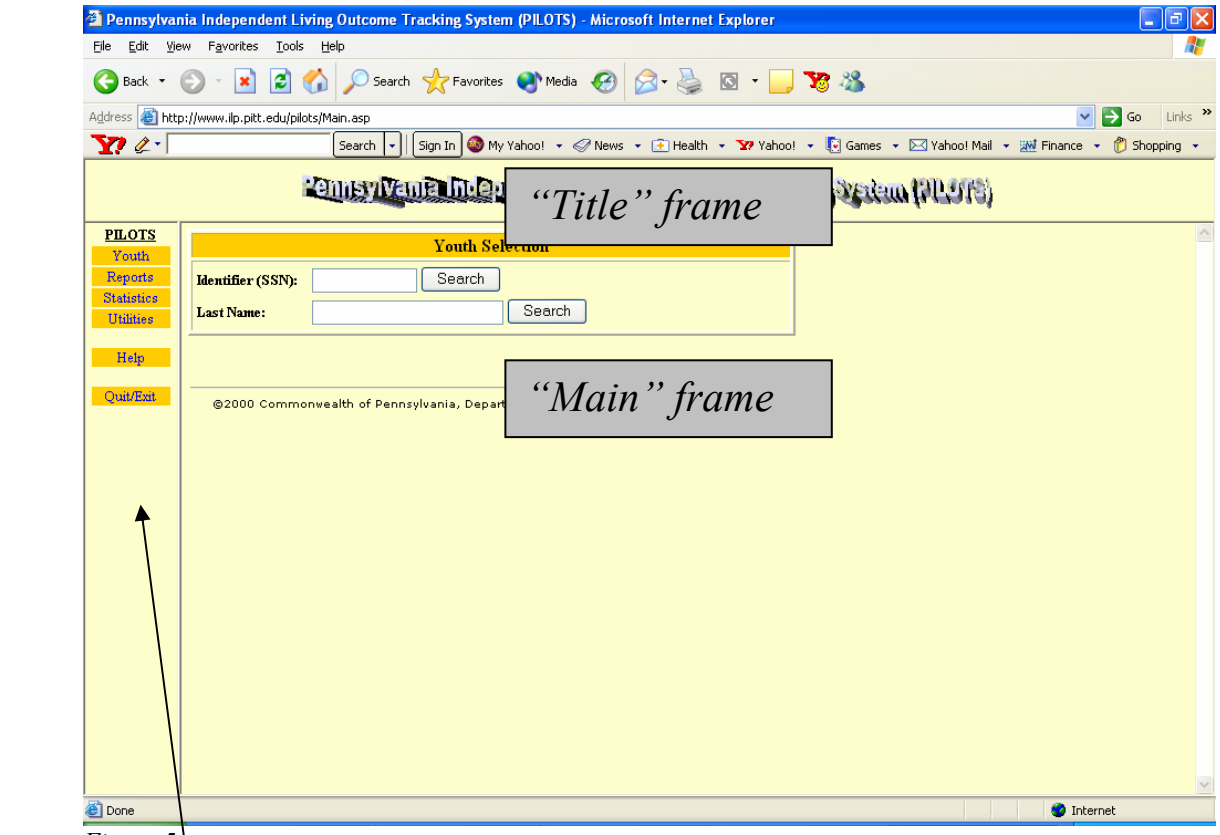

Figure 5

“Selection” Frame

Youth

This section describes and details the Youth selection in PILOTS. When selecting Youth, the "Main" frame will prompt the user for a youth identifier (social security number) or last name. (Figure 6) After typing the youth Identifier in the textbox, the user should press the "Search" button. If the youth is not found, the user will be prompted to enter the demographic information about the youth. (Figure 7) If the youth is found, a menu will be displayed with any forms that have been entered. If the user is searching by last name, a list of youth is displayed in alphabetic order. The user can click on the youth to view the associated information. (Figure 8)

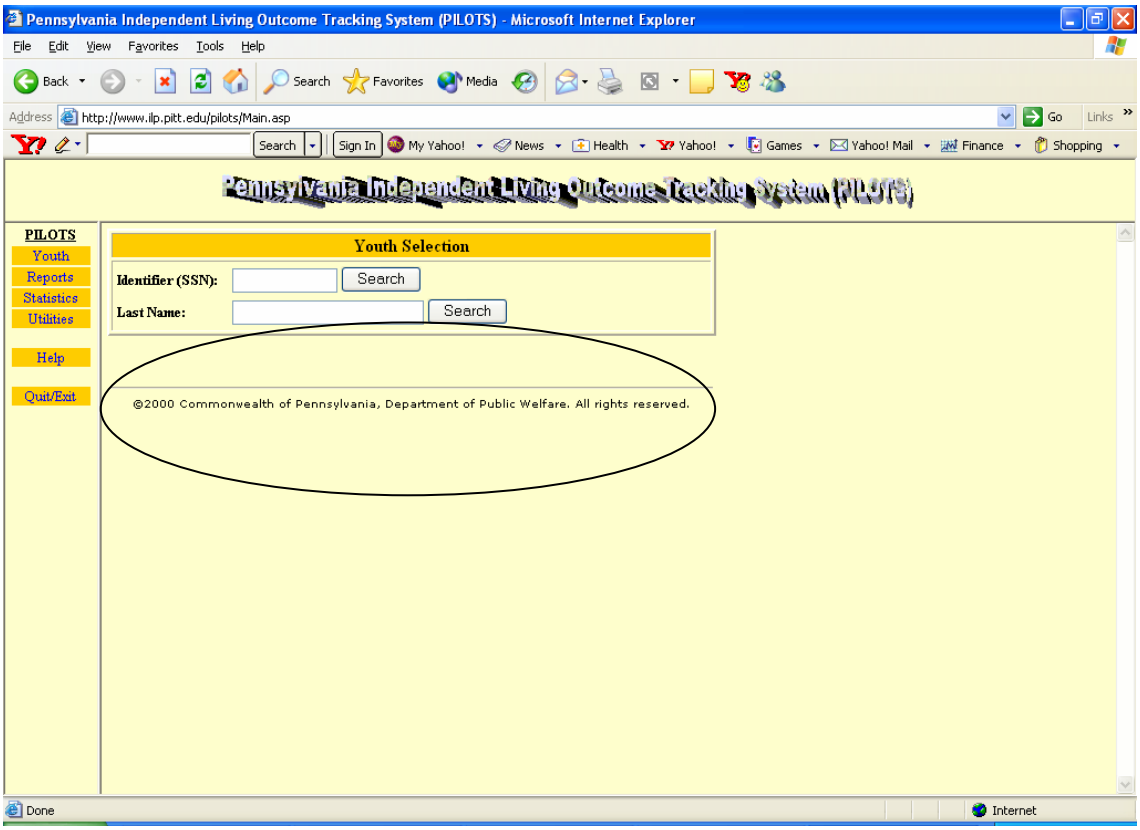

Figure 6

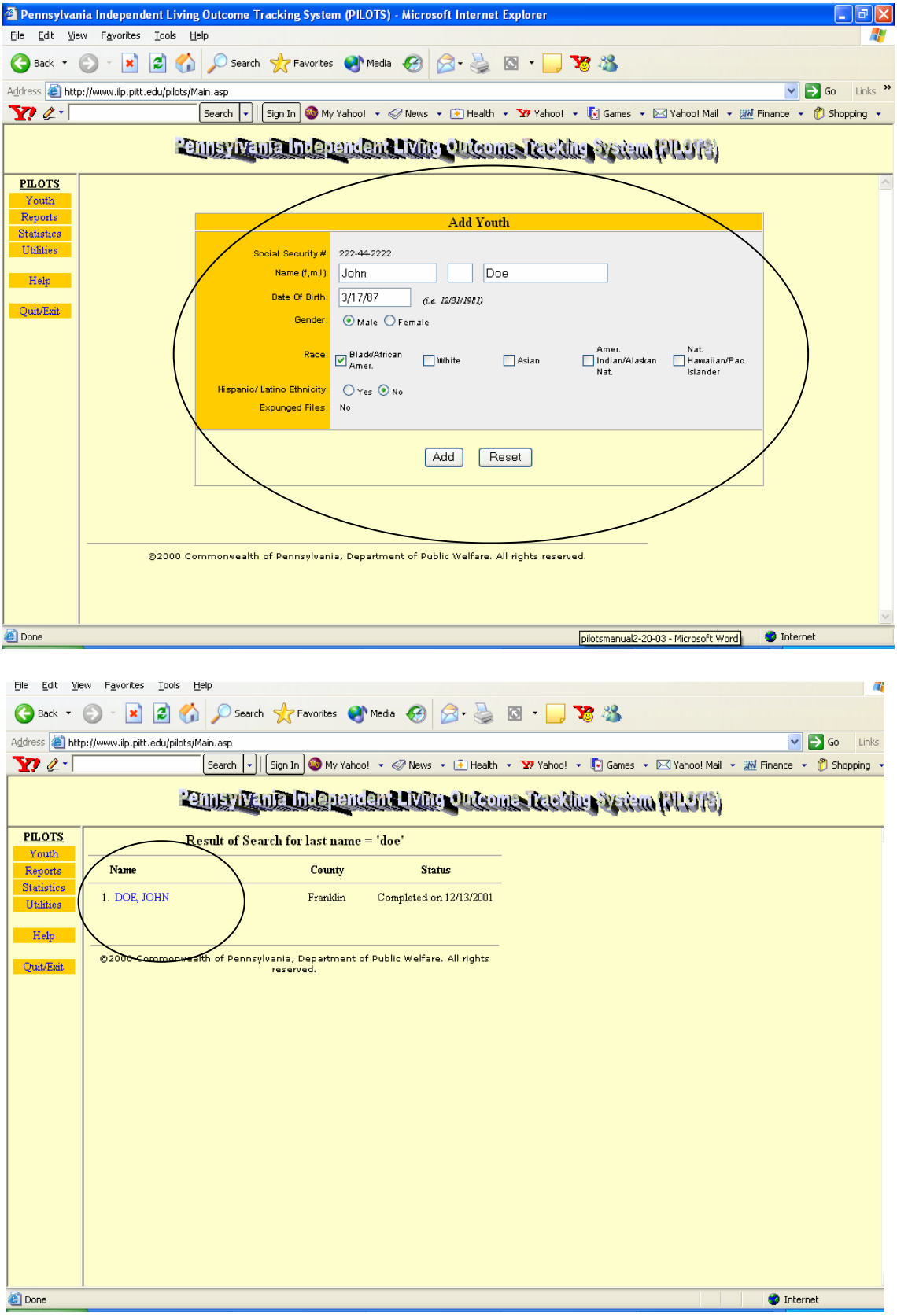
Pennsylvania Independent Living Outcome Tracking System (PILOTS) - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.ilp.pitt.edu/pilots/Main.asp
Go Links
Search Sign In My Yahoo! News Health Yahoo! Games Yahoo! Mail Finance Shopping
Pennsylvania Independent Living Outcome Tracking System (PILOTS)
PILOTS
Youth
Reports
Statistics
Utilities
Help
Quit/Exit
Add Youth
Social Security #: 222-44-2222
Name (f,m,l): John Doe
Date Of Birth: 3/17/87 (i.e. 12/31/1981)
Gender: Male Female
Race: Black/African Amer. White Asian Amer. Indian/Alaskan Nat. Nat. Hawaiian/Pac. Islander
Hispanic/ Latino Ethnicity: Yes No
Expunged Files: No
Add Reset
©2000 Commonwealth of Pennsylvania, Department of Public Welfare. All rights reserved.
Done
pilotsmanual2-20-03 - Microsoft Word
Internet
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://www.ilp.pitt.edu/pilots/Main.asp
Go Links
Search Sign In My Yahoo! News Health Yahoo! Games Yahoo! Mail Finance Shopping
Pennsylvania Independent Living Outcome Tracking System (PILOTS)
PILOTS
Youth
Reports
Statistics
Utilities
Help
Quit/Exit
Result of Search for last name = 'doe'
Name County Status
1. DOE, JOHN Franklin Completed on 12/13/2001
©2000 Commonwealth of Pennsylvania, Department of Public Welfare. All rights reserved.
Done
Internet

Figure 8

Add Youth

The "Add Youth" screen allows the user to enter new youth into the database before any forms can be added. The user must complete: the first name, middle initial, last name, data of birth, gender, all relevant race categories, and Hispanic/Latino Ethnicity. Upon completing this information, the user must press the "Add" button to add the youth to the database. If the user presses the "Reset" button, all information will be set back to the initial values of the form. (Figure 9)

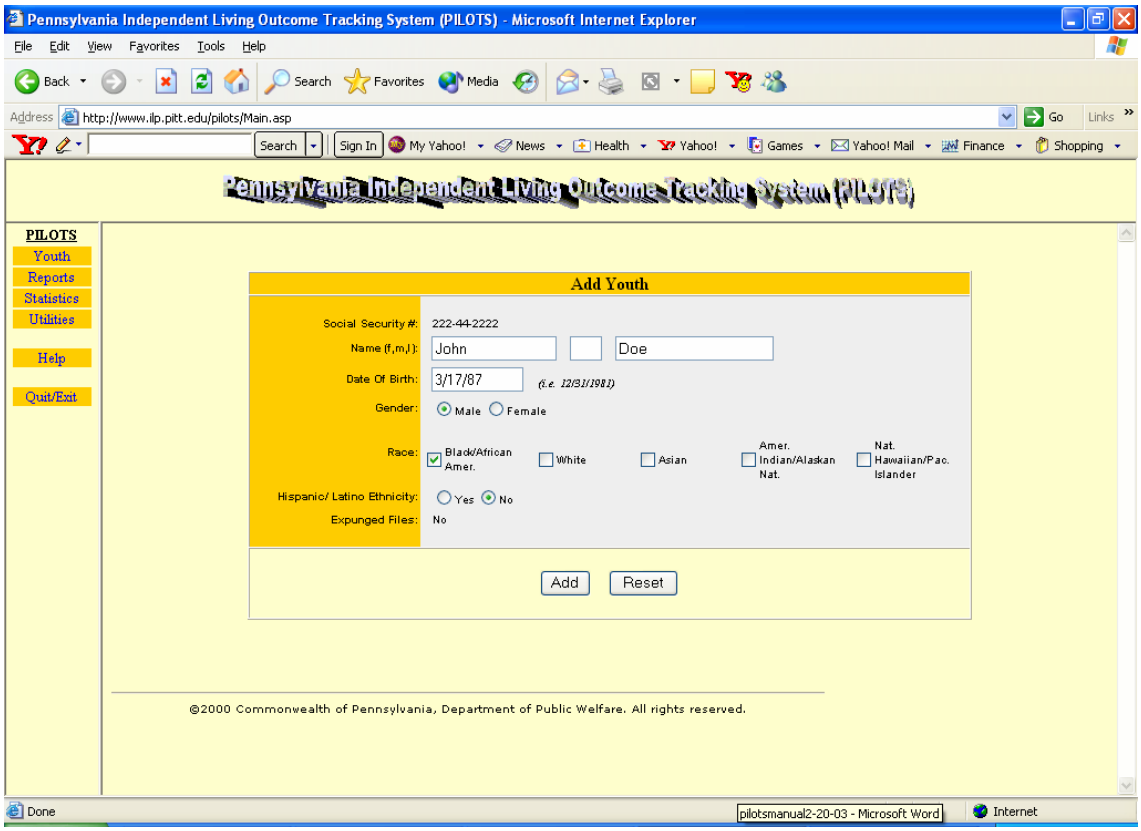

Figure 9

Note: If the information contains a mistake after adding a youth, the user must contact the administrator to correct the youth's information.

Adding Forms

If the youth already exists or has just been added, the "Youth Information" screen will appear. (Figure 10) The screen displays the youth's information and a listing of forms to add or view. Only the administrator of the system can modify forms that are in the system. If a form has an error, the system administrator must be notified to make the change.

Upon entering the "Youth Information" screen, an "Add a Form" button will be displayed for the user to add forms. After selecting the "Add a Form" button, the "Add a Form" screen will be displayed with forms that are capable of being added. After selecting the desired form button, the user will be prompted to enter the form completed date before continuing.

All "Incomplete" forms are listed with an asterisk (*) after the form number. Additional forms for a youth cannot be added until the "Incomplete" form is "Completed".

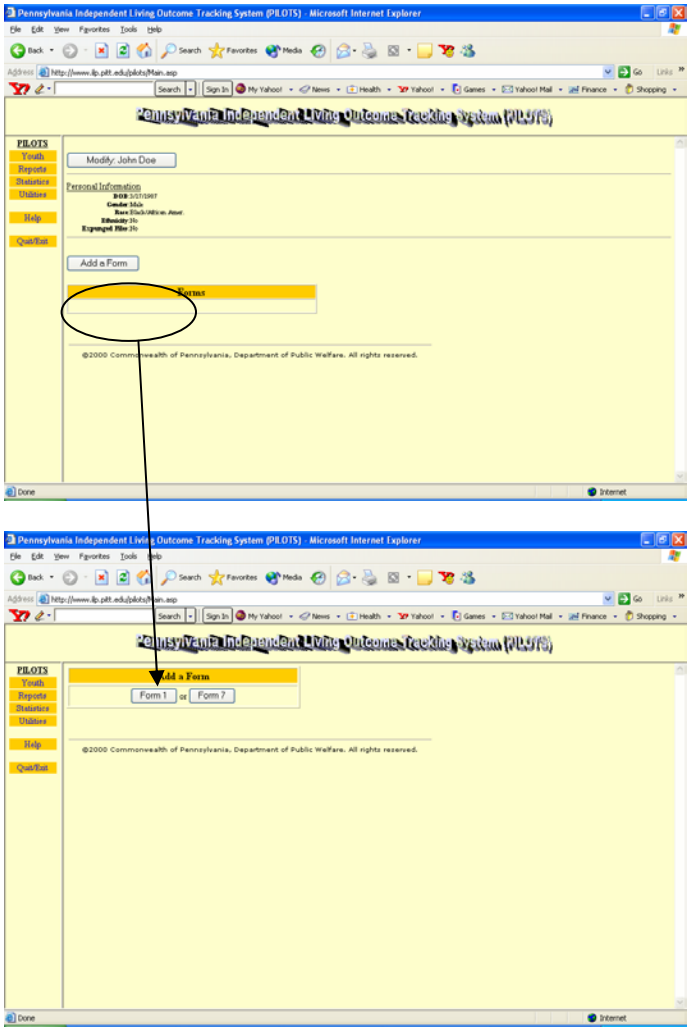

Figure 10

Re-Entry is displayed by listing all occurrences in descending order under the "Forms" Table. The number of re-entries is not limited.

Saving Forms

To save information on a form, press the "Save" button at the bottom of any of the form screens. The user will be prompted whether to save the form as "Complete". If the user selects "No" on the dialog box, the form is saved as "Incomplete". (Figure 11)

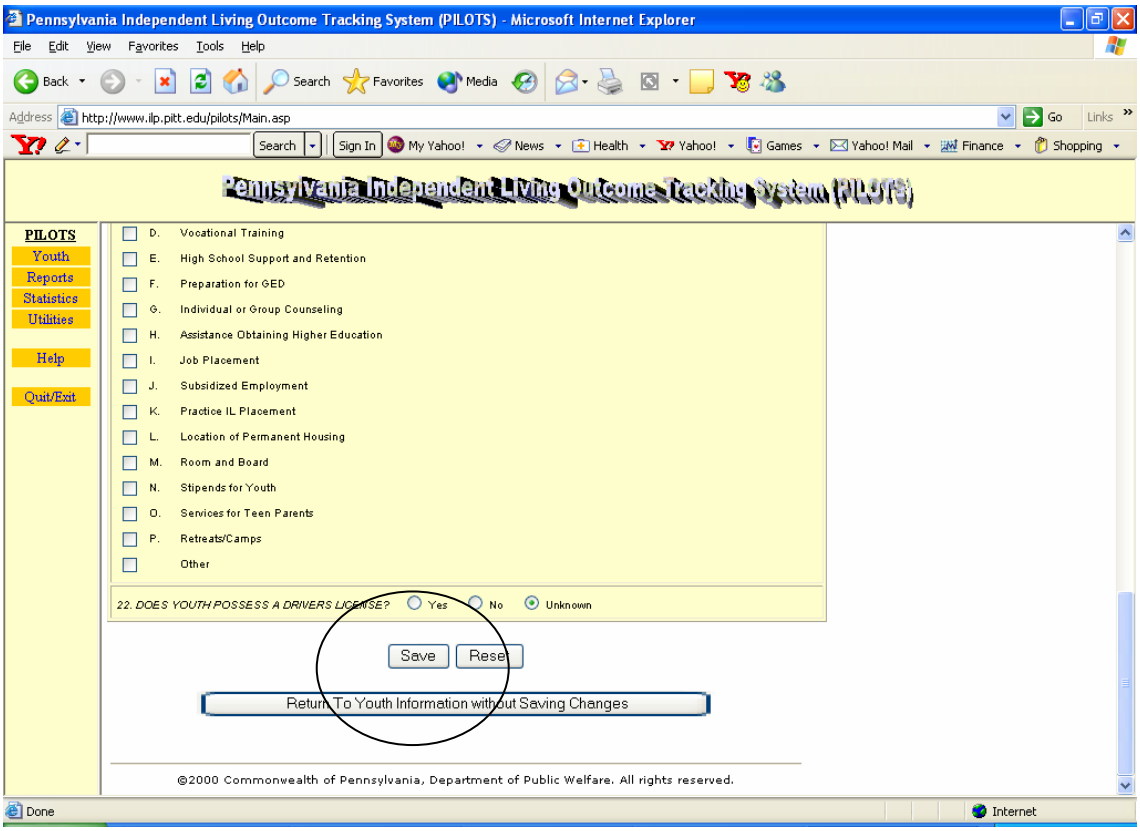

Figure 11

Saving As Incomplete

The user is capable of saving a newly added form as "Incomplete". This allows the user to save information entered on a form without having all the mandatory fields completed.

Note: A new form cannot be added for a youth if an existing "Incomplete" form exists.

Mandatory Fields

All questions on a form are mandatory. The user must select or enter information for each of the questions on the form. The mandatory check is done when the user saves the form as "Complete". Any fields that are left blank or unselected will be displayed in a dialog box for the user to view.

Error Checking

Error checking is performed against several fields on the form. Included are a variety of data and text checks. If an error is detected, the user will be notified of the error and what must be done to correct the error.

Form 1

Form 1, the Program Entry Report (Figure 12), allows the user to input the information and save it to the database. The user will be able to save the "Incomplete" form or view the completed form. The "Save" button allows the user to save any information that has been entered. The completed forms can only be **viewed** by the user. Any updates or corrections must be made by the administrator.

Special Functioning Fields
There are several special fields located on Form 1 that, upon selection, will change another value on the screen. These fields are:

Special Needs:

Upon selecting a need, "No Special Needs" will no longer be selected.

Living Arrangement:

Selecting the Other radio button will activate the top item in the combo box.
Selecting an item in the combo box will select the Other radio button.

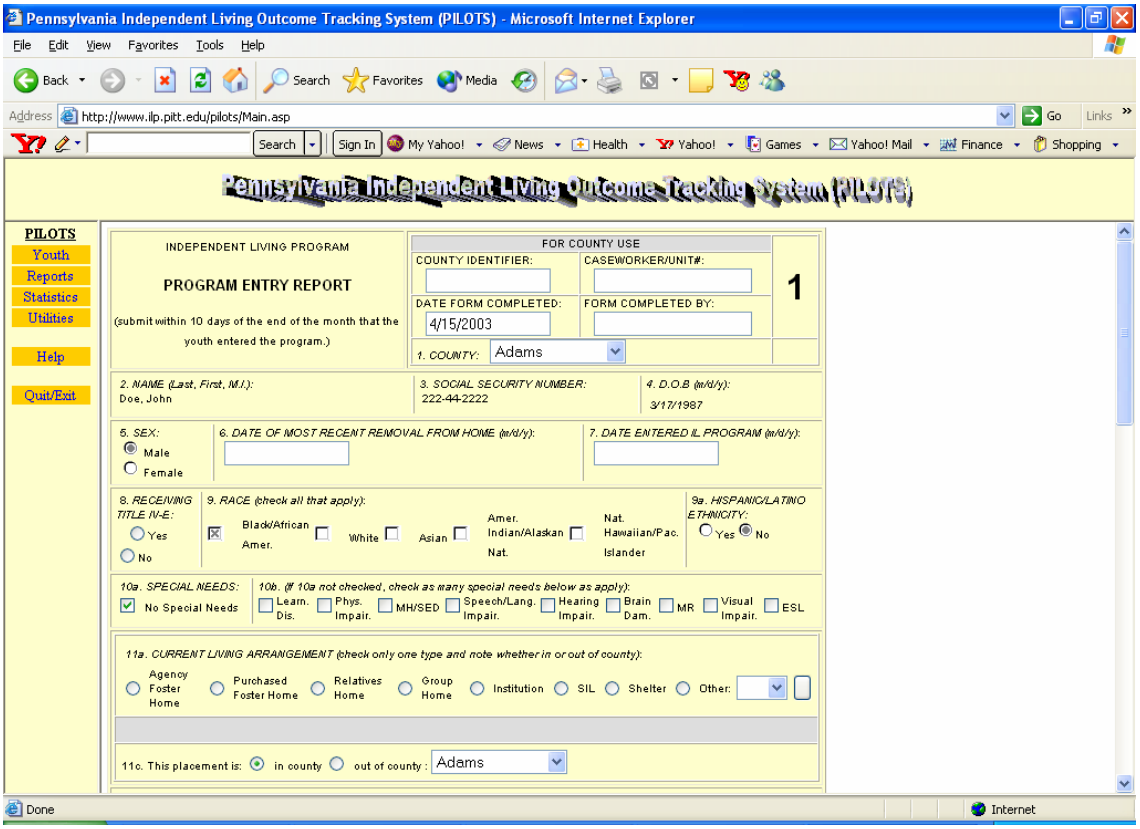

Figure 12

Note: Radio buttons are used when there is only one selection that can be made; checkboxes are used when multiple selections can be made.

Form 1 (continued)

After data entry is completed, the user **must** press the "Save" button before the information is saved to the database. After selecting the "Save" button (Figure 13), the user will be prompted if he/she would like to save the form as "Complete". If the user elects to save the form as "Incomplete", no mandatory or error checking will be performed.

No forms can be added until an "Incomplete" form has been saved as "Complete" for a youth.

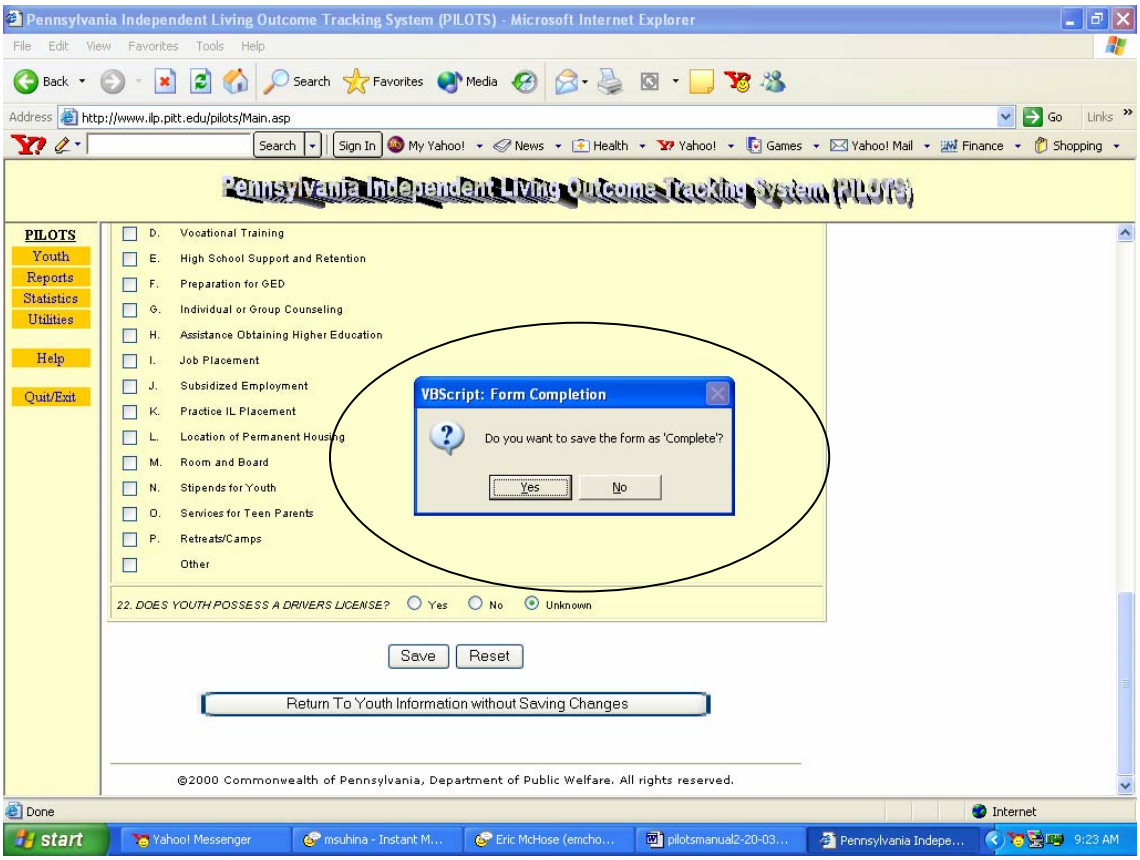

Figure 13

Hint: Reset on any form will return the form to its original settings.

Form 2

Form 2, the Program Completion Report (Figure 14), allows the user to input the information and save it to the database. The user will be able to save the "Incomplete" form or view the completed form. The "Save" button allows the user to save any information that has been entered. The completed forms can only be **viewed** by the user. Any updates or corrections must be made by the administrator.

Special Functioning Fields
There are several special fields located on Form 2 that, upon selection, will change another value on the screen. These fields are:

Special Needs:

Upon selecting a need, "No Special Needs" will no longer be selected.

Living Arrangement:

Selecting the Other radio button will activate the top item in the combo box.
Selecting an item in the combo box will select the Other radio button.

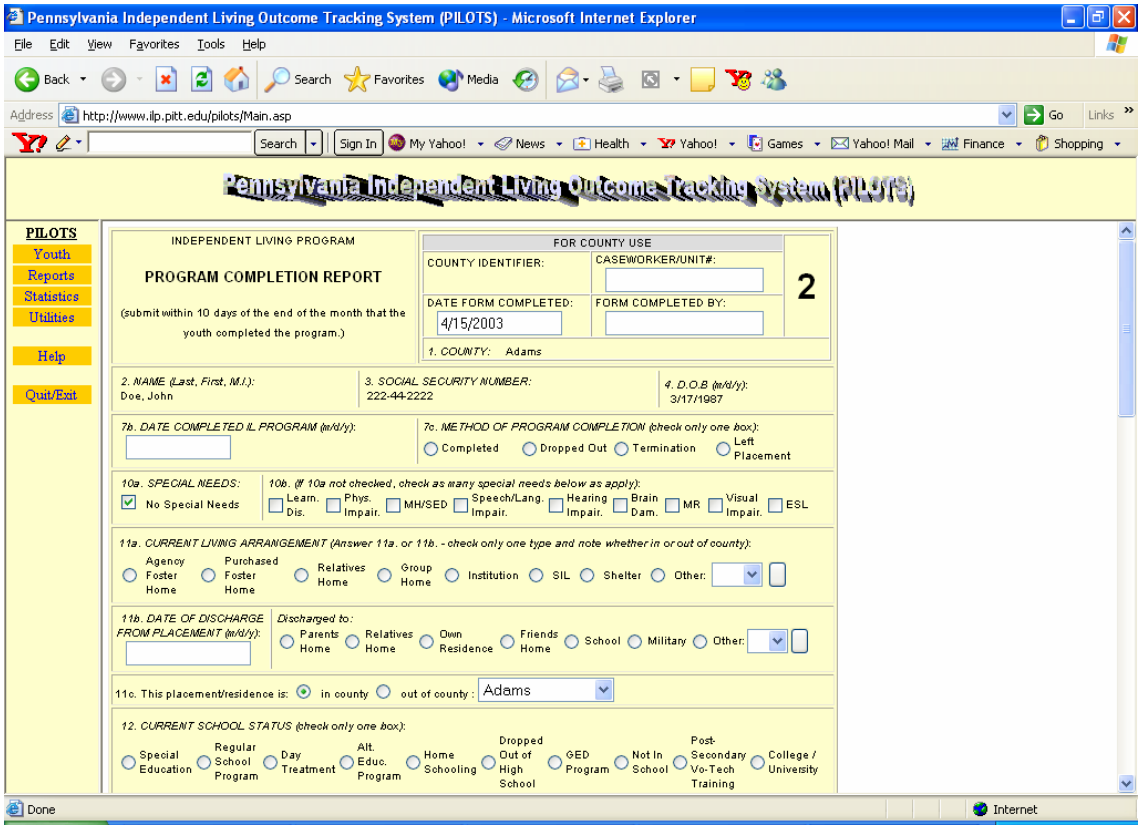

Figure 14

Form 3

Form 3, the Program Follow-up Report (Figure 15), allows the user to input the information and save it to the database. The user will be able to save the "Incomplete" form or view the completed form. The "Save" button allows the user to save any information that has been entered. The completed forms can only be **viewed** by the user. Any updates or corrections must be made by the administrator.

Special Functioning Fields
There are several special fields located on Form 3 that, upon selection, will change another value on the screen. These fields are:

Special Needs:

Upon selecting a need, "No Special Needs" will no longer be selected.

Living Arrangement:

Selecting the Other radio button will activate the top item in the combo box.
Selecting an item in the combo box will select the Other radio button.

Discharged To:

Selecting the Other radio button will activate the top item in the combo box.
Selecting an item in the combo box will select the Other radio button.

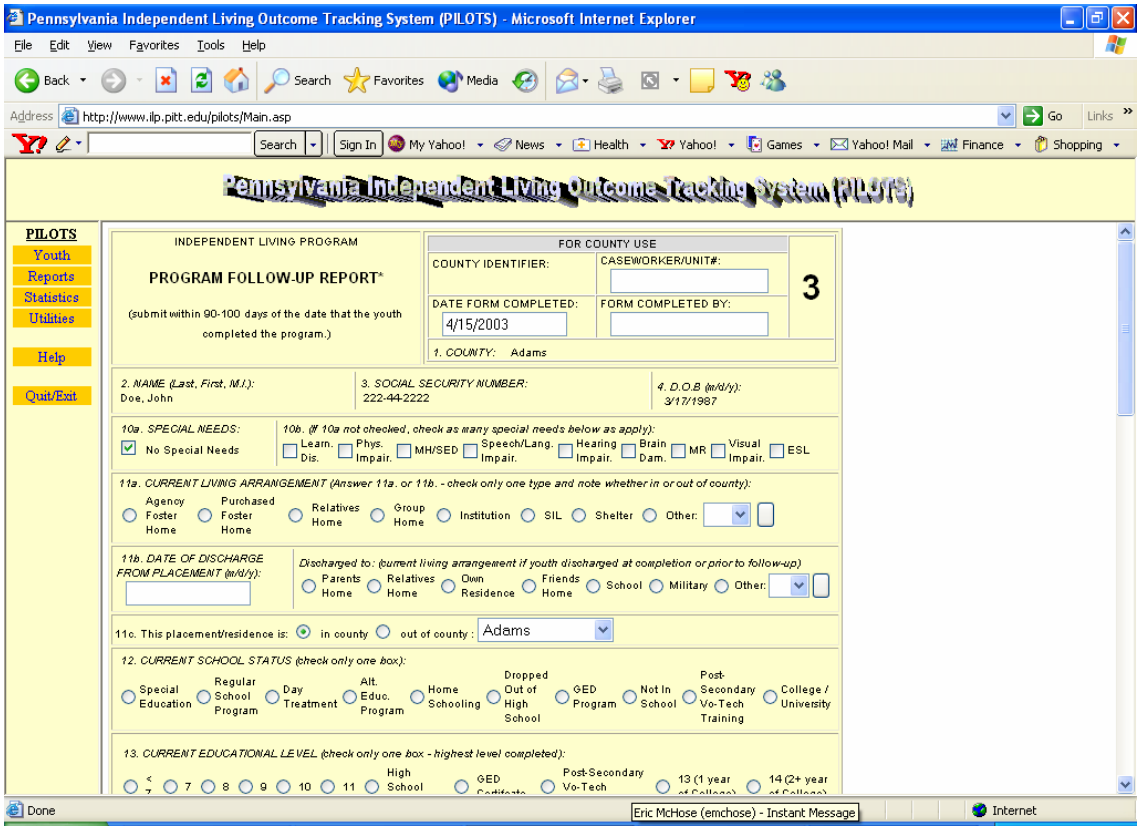

Figure 15

Note: Radio buttons are used when there is only one selection that can be made; checkboxes are used when multiple selections can be made.

Form 5

Form 5, the Discharge Report (Figure 16), allows the user to input the information and save it to the database. The user will be able to save the "Incomplete" form or view the completed form. The "Save" button allows the user to save any information that has been entered. The completed forms can only be **viewed** by the user. Any updates or corrections must be made by the administrator.

Special Functioning Fields
There are several special fields located on Form 5 that, upon selection, will change another value on the screen. These fields are:

Special Needs:

Upon selecting a need, "No Special Needs" will no longer be selected.

Living Arrangement:

Selecting the Other radio button will activate the top item in the combo box.
Selecting an item in the combo box will select the Other radio button.

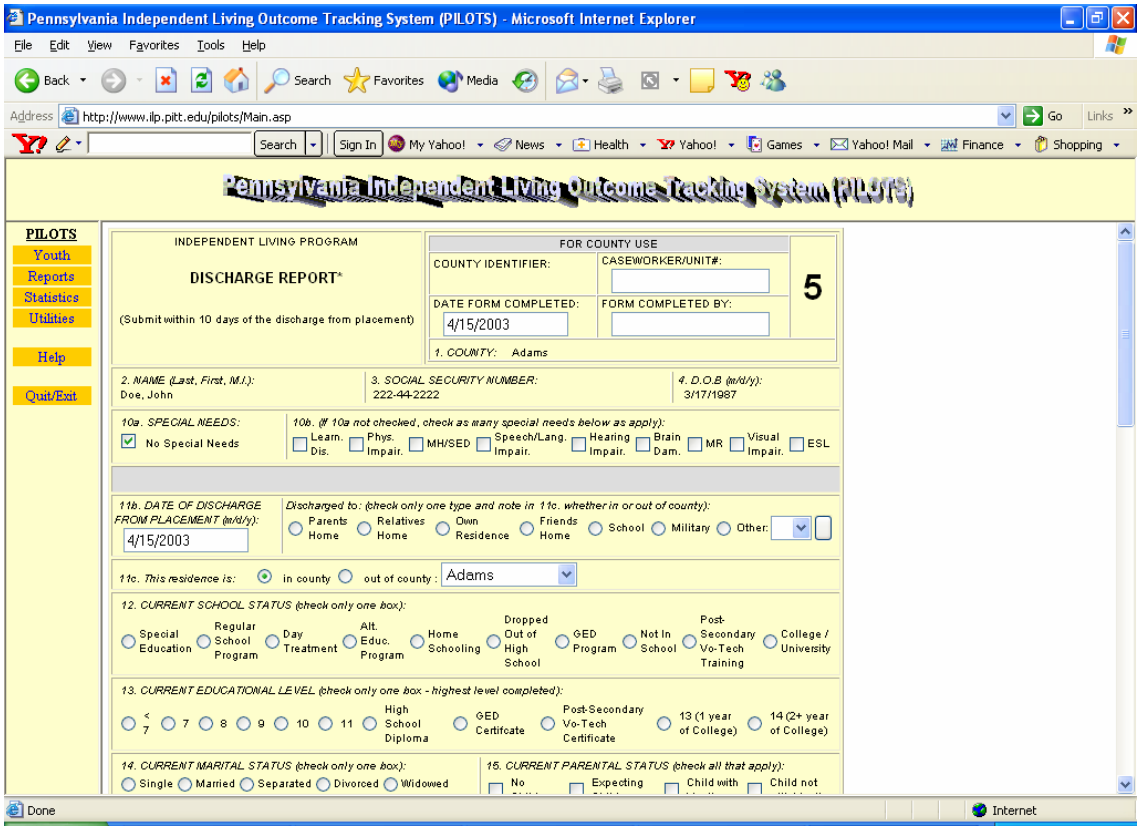

Figure 16

Note: Radio buttons are used when there is only one selection that can be made; checkboxes are used when multiple selections can be made.

Form 7

Form 7, the Aftercare Entry Report (Figure 17), allows the user to input the information and save it to the database. The user will be able to save the "Incomplete" form or view the completed form. The "Save" button allows the user to save any information that has been entered. The completed forms can only be **viewed** by the user. Any updates or corrections must be made by the administrator.

Special Functioning Fields
There are several special fields located on Form 7 that, upon selection, will change another value on the screen. These fields are:

Special Needs:

Upon selecting a need, "No Special Needs" will no longer be selected.

Living Arrangement:

Selecting the Other radio button will activate the top item in the combo box.
Selecting an item in the combo box will select the Other radio button.

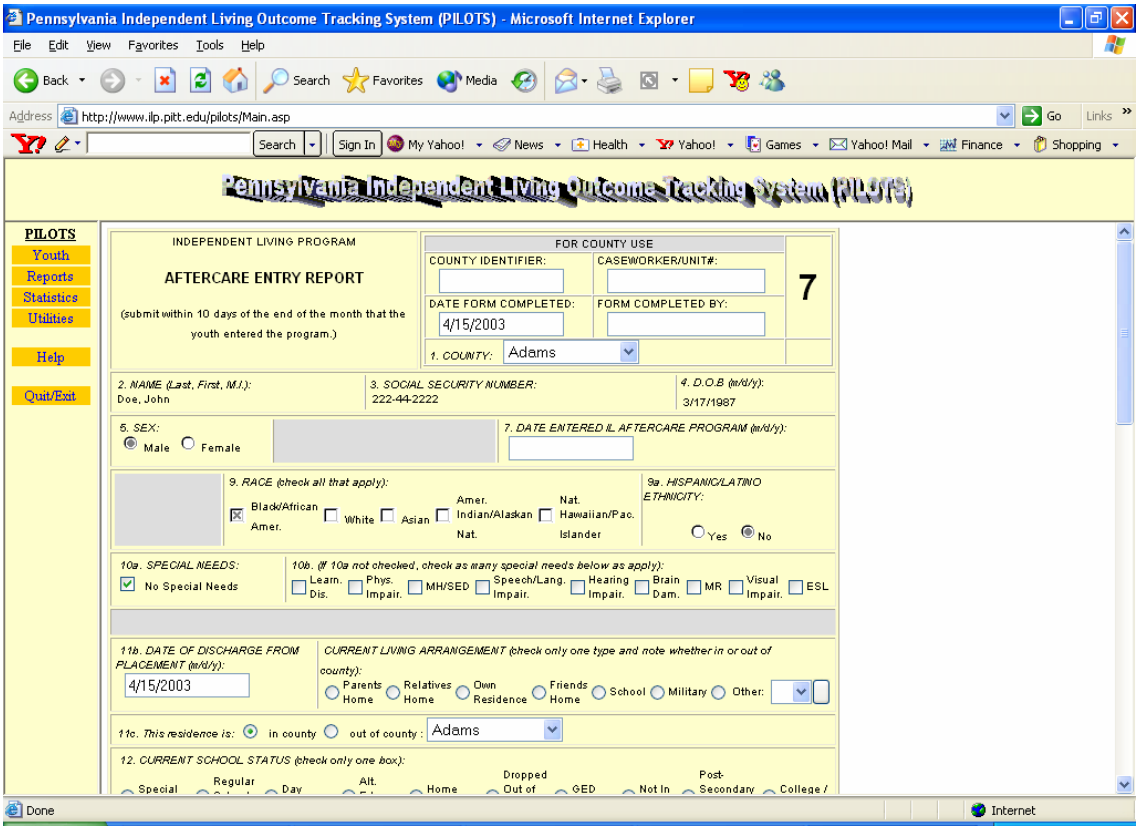

Figure 17

Note: Radio buttons are used when there is only one selection that can be made; checkboxes are used when multiple selections can be made.

Form 7 (continued)

After entering the information, the user must press the "Save" button before the information is saved. After selecting the "Save" button (Figure 18), the user will be returned to the "Youth Information" screen.

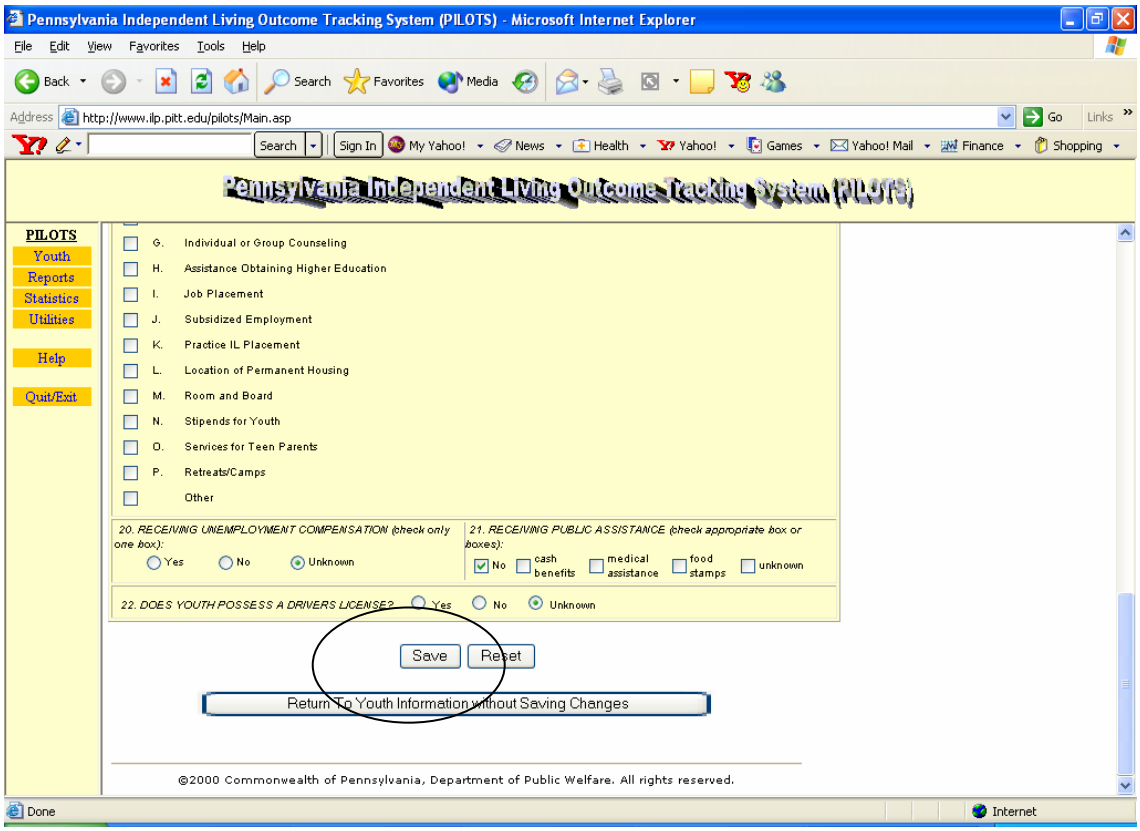

Figure 18

Hint: Reset on any form will return the form to its original settings.

Form 8

Form 8, the Aftercare Completion Report (Figure 19), allows the user to input the information and save it to the database. The user will be able to save the "Incomplete" form or view the completed form. The "Save" button allows the user to save any information that has been entered. The completed forms can only be **viewed** by the user. Any updates or corrections must be made by the administrator.

Special Functioning Fields
There are several special fields located on Form 8 that, upon selection, will change another value on the screen. These fields are:

Special Needs:

Upon selecting a need, "No Special Needs" will no longer be selected.

Living Arrangement:

Selecting the Other radio button will activate the top item in the combo box.
Selecting an item in the combo box will select the Other radio button.

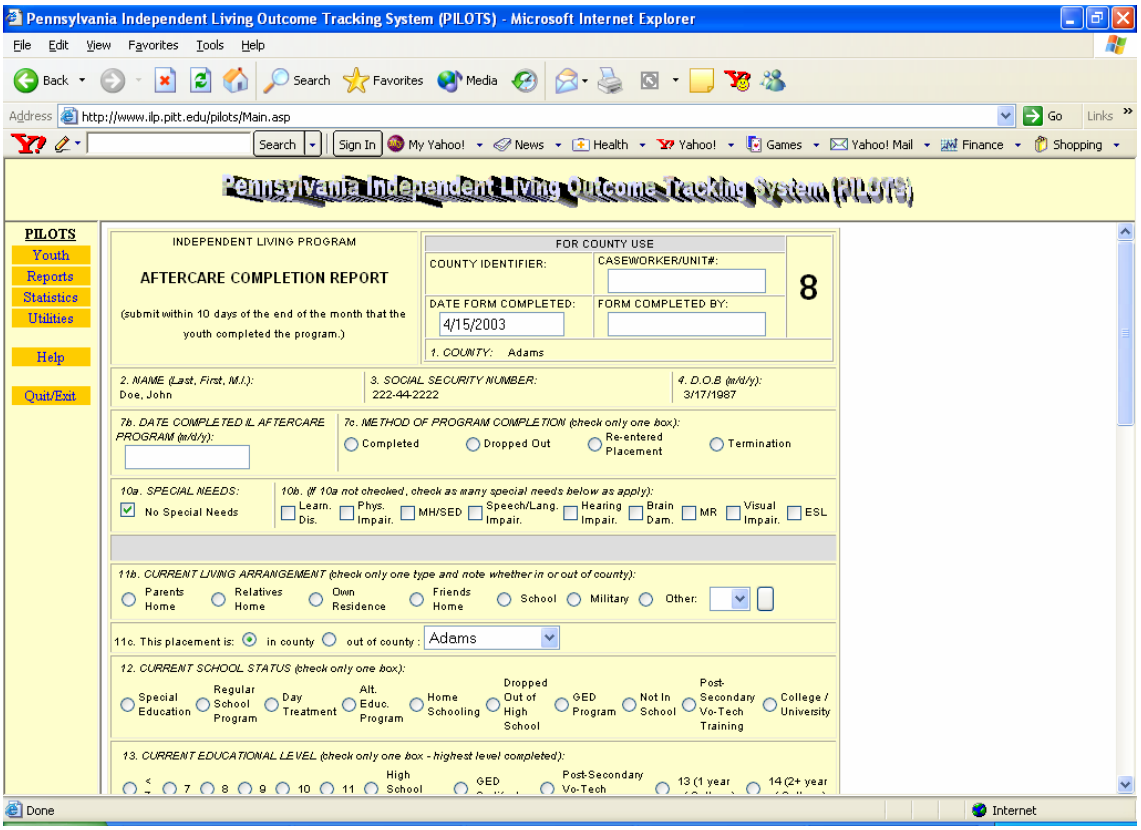

Figure 19

Note: Radio buttons are used when there is only one selection that can be made; checkboxes are used when multiple selections can be made.

Form 9

Form 9, the Aftercare Follow-up Report (Figure 20), allows the user to input the information and save it to the database. The user will be able to save the "Incomplete" form or view the completed form. The "Save" button allows the user to save any information that has been entered. The completed forms can only be **viewed** by the user. Any updates or corrections must be made by the administrator.

Special Functioning Fields
There are several special fields located on Form 9 that, upon selection, will change another value on the screen. These fields are:

Special Needs:

Upon selecting a need, "No Special Needs" will no longer be selected.

Living Arrangement:

Selecting the Other radio button will activate the top item in the combo box.
Selecting an item in the combo box will select the Other radio button.

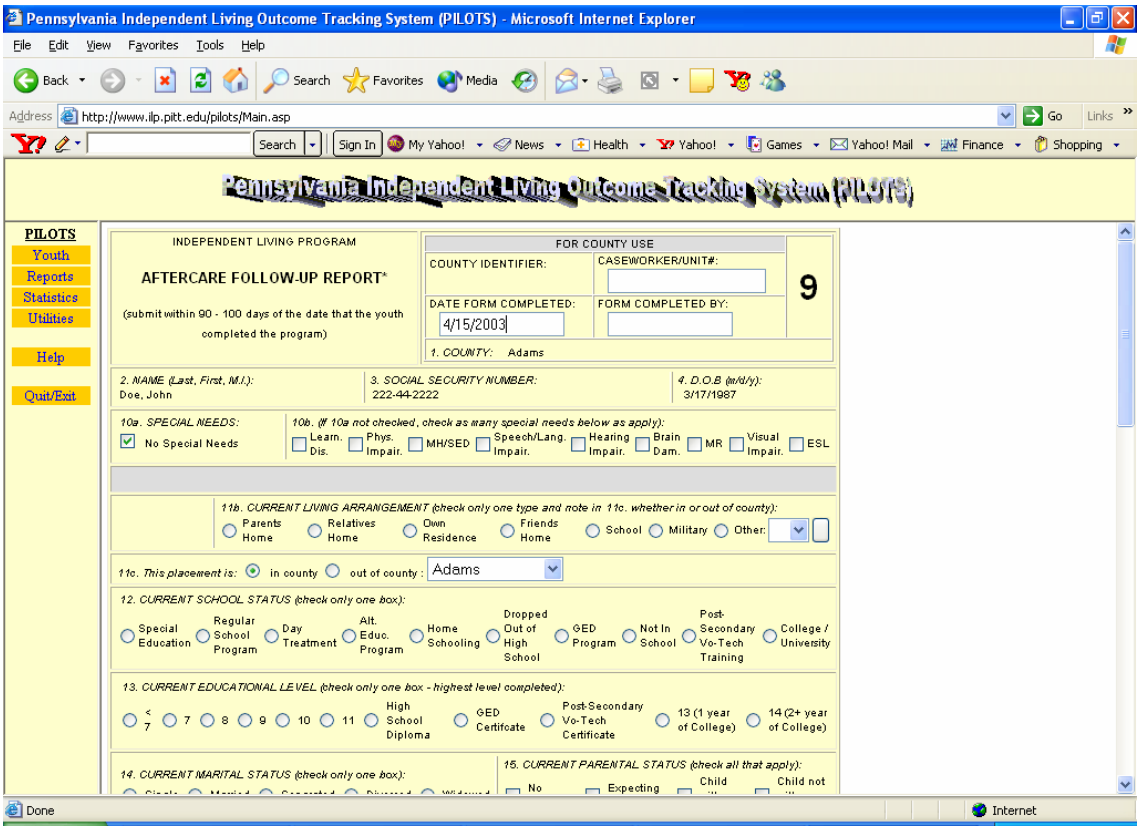

Figure 20

Note: Radio buttons are used when there is only one selection that can be made; checkboxes are used when multiple selections can be made.

Utilities

Change Password

The password utility allows the user to change their password at any given time. (Figure 21) The user should periodically change their password to ensure the security of the system information. The user must enter their old password followed by the new password and a confirmation of the password.

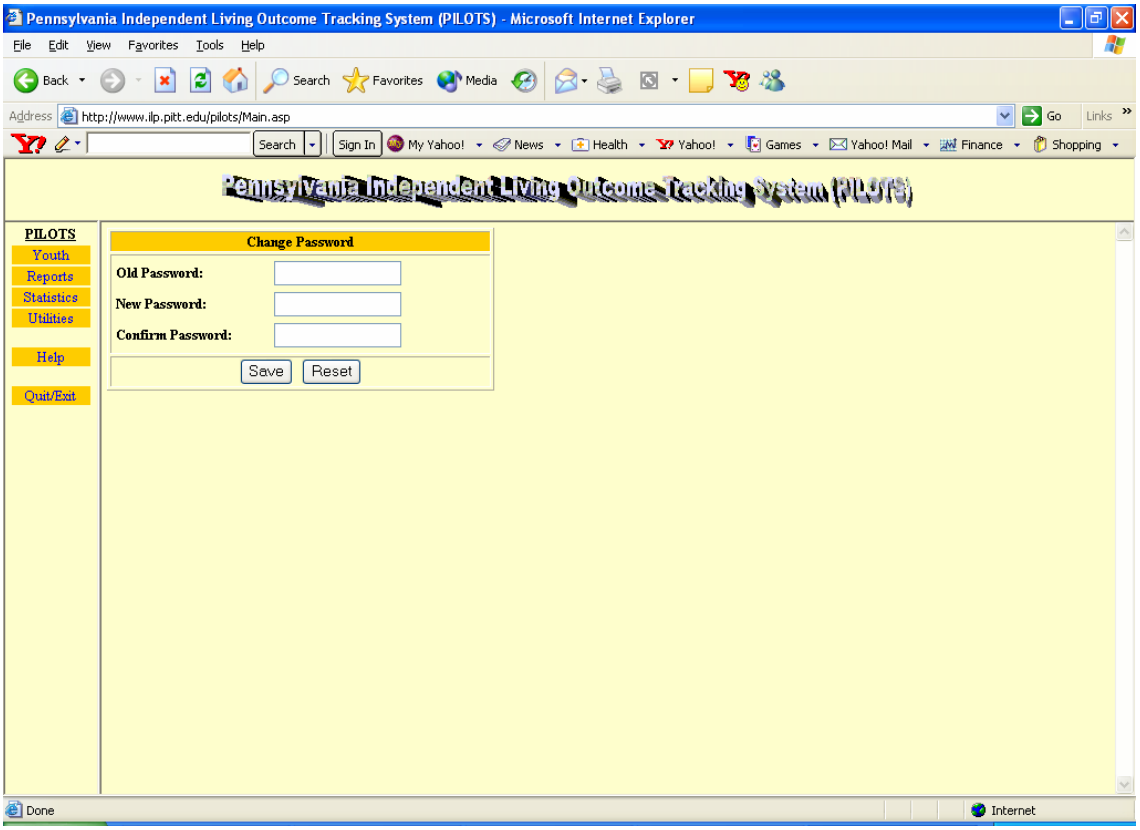

Figure 21

Login Setup

Allows the system administrator access to add, modify and delete users in the database.

Mailing List

Allows the system administrator access to add, modify and delete individuals in the mail list table. This table is used to generate a variety mailing list.

Agency Listing

Allows the system administrator access to add, modify and delete agency information in the database. This is used for the ILP Home page county listing.

Settings

Not available at this time

Quit/Exit

Quit is used to end the current user session. (Figure 22) This is used to log the user out of the system if he/she needs to leave the workstation for a prolonged period of time. After pressing "Quit/Exit", the user will be returned to the login screen.

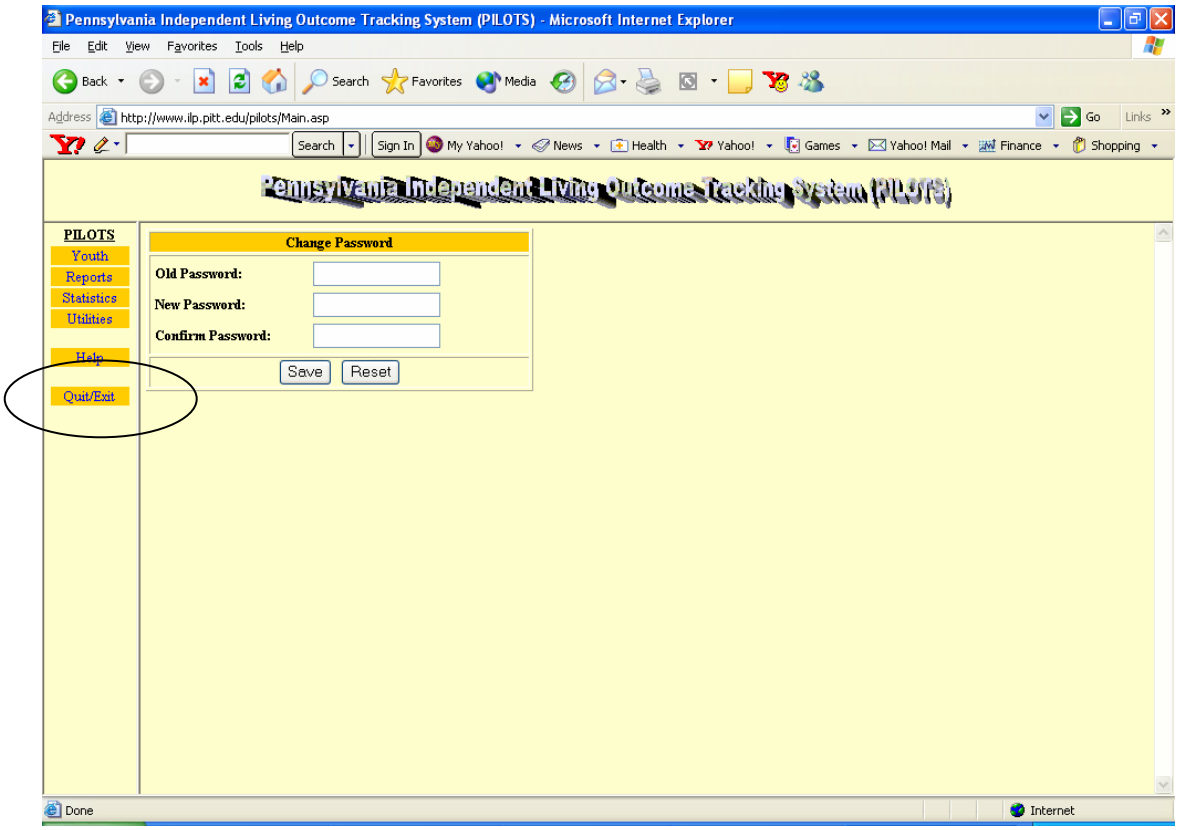

Figure 22

Notes:

Notes (continued):

Notes (continued):

Glossary

Not available at this time